



## Record Control Clerk III

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### Details

**Job ID : 288**

**Title :** Record Control Clerk III

**Job Code :** 717

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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### Job Departments

- Court Services - Records and Statistics

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### Purpose

RESPONSIBLE FOR PROVIDING BACKGROUND CHECKS TO GOVERNMENT, PRIVATE SECTOR AGENCIES AND INDIVIDUALS AND PERFORM REGULAR MAINTENANCE OF AN ON-LINE CRIMINAL RECORD INFORMATION SYSTEM. ALSO RESPONSIBLE FOR PHONE OPERATION, PROCESSING INTAKE OF PUBLIC REQUESTS, AND COMPLIANCE OF REQUESTS WITH AGENCY POLICIES.

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### Required Qualifications

**Education :** 2 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A RECORD CONTROL CLERK II

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### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- DETAIL ORIENTED

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### Job Preferred Knowledge

- EXPERIENCE HANDLING MONEY
- CUSTOMER SERVICE EXPERIENCE

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### Job Duties

- PROCESSES RECORD CHECKS FOR DISSEMINATION
- RESOLVES SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- PROCESS PHONE INQUIRIES
- DATA ENTRY AND MAINTENANCE
- AUDITING AND PROCESSING OF MONIES RECEIVED
- SOME TRAVEL MAY BE REQUIRED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- OTHER DUTIES AS ASSIGNED